



Maricopa County Assessor
Paul D. Petersen

ORGANIZATION INFORMATION FORM

INFORMATION REQUIRED TO ACCOMPANY CLAIM FOR PROPERTY TAX EXEMPTION FORM

(602) 506-3938

(602) 506-6484

COPIES OF THE FOLLOWING ORIGINAL DOCUMENTS MUST BE SUBMITTED WITH APPLICATION:

- Application of Exemption - (answer all questions)
- Notarized - (original forms only) - (CLAIM FOR PROPERTY TAX EXEMPTION must be notarized.)
- Internal Revenue Service (501 C tax letter of determination)
- Articles of Incorporation
- By-laws (including amendments)
- Financial report's, audited financial statement, balance sheet, income/expense statement, and most recent copy of the IRS 990 form or Arizona DOR 90 form, may be requested by the Exemption Department as needed.
- Letter of specific use on organization's letterhead detailing all activities conducted on site.
- Personal Property Account Number needed & form DOR 82520 (When applying for personal property exemption). Information on personal property can be obtained for Business Personal Property at (602) 506-3386 or for Mobile Homes at (602) 506-3291.

Property tax exemption must be filed between the first Monday in January through March 1st.

PROPERTY TAX EXEMPTION IS BASED ON OWNERSHIP AND USAGE OF PROPERTY AS OF JANUARY 1ST, THE LIEN DATE, FOR THE YEAR OF THE CLAIM.

- Non-Profit organizations must renew their exemption each year.
- Vacant land is not exempt, unless the property is being held for a future worship site, and with proper documentation of intent to build.
- Property used or held for profit, leased/rental property or property held or offered for sale or lease is not exempt.
- Supplement to claim for exemption from property tax and/or personal property tax pursuant to Article 9, Sec. 2, constitution of the State of Arizona and A.R.S. Secs. 42-11101 thru 42-11155.

You must specify which statute on your application form; call 602-506-6484 if you need assistance on this matter. (***Statement below is on actual form***)

 Specify the Arizona Revised Statute, Title 42 Section for which this organization claims exemption: 42-111_____